

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services at the Department of Public Safety

Project Title: Bureau of Criminal Apprehension (BCA) System Security Analysis

Category: Security

Business Need

BCA/MNJIS serves as the host for criminal data in the State of Minnesota. These data sources must be kept secure. Additional data is exchanged with the Federal Bureau of Investigation (FBI) to coordinate records of multistate criminal activity. Much of this data is classified as either public or private based on Minnesota state law and is disseminated through a number of interfaces including the public internet, walk-in requests at the BCA office, requests mailed to the BCA, and electronic requests from Minnesota criminal justice agencies, criminal justice agencies in other states and in the federal government and as otherwise authorized by state law.

The BCA Identity and Access Management system needs to migrate to the Oracle Identity and Access Management (IAM) Suite. The Identity and Access Management platform is Sun Identity Manager 8, Sun Directory Server 7 and OpenSSo Enterprise 8, which is approaching end of "Main Stream" support. The Oracle 11gR2 is a complex environment; an experienced Security Analyst Engineer is required to design and implement a solid solution.

The Minnesota Bureau of Criminal Apprehension operates in a secure environment. The successful candidate will be required to pass a background investigation as part of a condition of the contract. Business casual attire is acceptable while working within the building. Any meetings with the public or outside partners will require business dress. All State policies regarding use of state equipment and behavior apply to contractors. Transportation and parking costs are the contractor's responsibility.

A variety of tasks will be completed within this scope of work. These tasks include but are not limited to:

- Create migration strategy from Sun IDM, OpenSSO to Oracle IAM and Oracle Access Manager;
- Create technical guidance document to migrate Sun Identity Manager (IDM) to Oracle Identity Manager (OIM);
- Install and configure OIM, OAM, OAAM, OUD in BCA's three IAM instances - Dev, Test and Production;
- Configure OUD, import BCA custom objects and enable LDAPSync;
- Customize the UI / Login page to meet BCA requirements (include logo and disclaimer);
- Integrate BCA applications with OAM to enable single sign on by installing agents;
- Develop and configure first time login process in OAM and OIM;

- Develop custom task to create, update, enable, or disable users in OIM and LDAP;
- Configure roles and policies with in OIM;
- Develop custom user interface for BCA Service Desk;
- Develop email templates;
- Configure connectors (LDAP, database table) in IDM;
- Set up and configure resource reconciliation;
- Enable OAAM authentication by configuring OAM authentication module for certain BCA applications which require higher authentication level;
- Develop and configure OIM web services to integrate BCA applications;
- Document IAM technical design including custom coding and IAM environments for review and approval by the BCA;
- Cross-train BCA staff on the Oracle IAM suite custom work.

Project Deliverables

Vendor may invoice monthly for deliverables completed during the previous month. Below is the list of expected deliverables and the amount of time estimated to complete each task.

Task	Hours
Consultant will analyze migration strategy from Sun IDM OpenSSO to Oracle IAM and Oracle Access Manager	120
Provide technical guidance with Sun ID migration to OIM	80
Consultant will install and configure OIM, OAM, OAAM, OUD three region instances Dev, Test, and Production	240
Consultant will customize the UI/Login page to meet BCA requirements (include logo and disclaimer)	80
Consultant will configure OUD, import BCA custom objects and enable LDAPSsync	40
Consultant will integrate BCA application with OAM to enable single sign on by installing agents	200
Consultant will develop and Configure first time login process in OA and OIM	100
Develop custom task to create, update, enable, disable users in OIM, LDAP	200
Consultant will configure roles and policies within OIM	80
Develop custom user interface for BCA service desk	120
Develop email templates	80
Consultant will configure password self-service and forget password functionality	100
Configure connectors (LDAP, database table) in IDM	80

Project Milestones and Schedule

- Project Start Date is expected to be July 1, 2015 with an end date of June 30, 2016.

- State must accept the deliverables in writing prior to the vendor invoicing. If a deliverable is partially completed, the state must agree and accept the percentage of work done, in order for the vendor to invoice.
- It is possible that the complexities of security analysis and documentation will extend beyond June 30, 2016. The State reserves the right to extend the services of the selected vendor if funding is available, need arises and it is in the best interest of the State. If the contract is extended, a new set of deliverables will be identified.

Responsibilities Expected of the Selected Vendor

Resource selected from this RFO process must provide services on site, due to security reasons, at the BCA's Headquarters, located at 1430 Maryland Avenue East, St. Paul, Minnesota. The resource will be assumed to be available for 40 hour work weeks except for State holidays or other exceptions approved by the BCA, and identified in the RFO response.

The resource selected for this project must first pass a full criminal background check, including fingerprints. The background investigation and fingerprinting will be conducted by the BCA, and the BCA reserves the right to decline any vendor's staff accordingly. The resource selected will be required to complete and submit to the BCA, The Background Investigation forms within time period defined by the BCA. The resource or vendor is responsible for the costs of the background investigation. The cost is \$19.75.

The State reserves the right to terminate the contract immediately for just cause. In the event of lack of funding or project changes the State may terminate the contract through a 7 day written notice.

Required Skills (to be scored as pass/fail)

Required minimum qualifications:

1. Six years IT experience in software and infrastructure.
2. Five years of experience in Sun Identity/OpenSSO and Oracle IAM, design/implementation/configuration/administration.
3. Four years of experience in Sun and Oracle Directory Server design/implementation/configuration/administration.
4. Four years of experience in architect building IAM platforms with OAM/OpenSSO.

Desired Skills

1. Two years of experience working on teams.
2. Strongly prefer at least one year of experience working with criminal justice systems.
3. Two years of experience with iterative development methodology.
4. Two years of experience with ITIL best practices.
5. Two years of experience creating WCAG-compliant accessible user interfaces.

Process Schedule

Deadline for Questions	08/03/2015, 2:00 PM
Anticipated Posted Response to Questions	08/04/2015, 2:00 PM
Proposals due	08/07/2015, 2:00 PM
Anticipated proposal evaluation begins	08/12/2015
Anticipated proposal evaluation & decision	08/21/2015

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Joyce Simon
Organization: MN.IT @ DPS
Email Address: joyce.simon@state.mn.us
Subject line: RFO0073 Questions

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

- Experience and Skills 70%
- Cost 30%

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Vendor Name
Vendor Address
Vendor City, State, Zip
Contact Name for Vendor
Contact's direct phone/cell phone (if applicable)
Contact's email
Resource Name being submitted

2. Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the required and desired skills, with the length of time worked in those skill areas. Provide specific details that highlight the resource's skills - in order to get credit for the experience in each. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
2. Attach the resume of your proposed resource. Be certain the resume has dates of work and notes whether the resource was an employee or consultant. The resume should clearly show where and when the required and desired skills were developed and used. The information in the resume must clearly correspond to that provided in the narrative.

3. Cost Proposal must be in a separate, one page document and not listed in any other place in your submission. Do not embed your cost proposal within the technical response as a pdf or word document. Document naming convention: <Company Name> <Resource name> <Category> <Cost Proposal>. Example: ABC Company, John Doe, Analyst Cost Proposal. The cost proposal must include:

1. The hourly rate on which the proposal is based.

2. The total cost for the work outline in the Deliverables section.
4. **Conflict of interest statement as it relates to this project**
5. **Additional Statement and forms:**
required forms to be returned or additional provisions that must be included in proposal
 1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
 3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
 4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 5. Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable) <http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
 6. Resident Vendor Form (if applicable) <http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

- Response Information:
 - **Vendor may submit up to 2 resources for the deliverables solution sought through this posting:**
 - Address response to: Joyce Simon
 - Respond via email to: Joyce.simon@state.mn.us and cc debra.a.johnson@state.mn.us
 - Label response: Security Analysis Project <company name> Submission, RFO0073
 - Submit your response through email with a delivery and read receipt. The State is not responsible for any submission not received by the closing of this solicitation
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from

any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans**.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation**. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.